

**AGIC 2018 Conference Committee Meeting Notes**  
**Thursday, July 19, 2018**  
**10:00 am**

**In Attendance:**

Kevin Blake  
Vince Collins  
John Danloe  
Jami Dennis  
Jon Doherty  
Shawny Ekadis  
Seth Franzman  
Nicole Funicello  
Teresa Gregory  
Shea Lemar  
Jenna Straface  
Steve Whitney  
Troy Wiora

**Committee coordination and meeting operation:**

- Need to reschedule the August meeting, and looking at the 23<sup>rd</sup>.
  - Call-in only
- September meeting will be on the 13<sup>th</sup>, which will be the bag stuffing.

**Action Items:**

Steve – Reschedule the August meeting to the 23<sup>rd</sup>, and make it call-in only.

**Outreach Committee Report:**

- They GIS Day folks are getting their presentation ready for the conference.

**Action Items:**

None.

**Budget:**

- No discussion.

**Action Items:**

Steve – Send Shea the 2017 venue bill for assistance in extracting details.

Steve – Ask the hotel about blocking rooms on Monday night for the UAS workshop attendees. Expected attendance is 40-50. Is Monday night a big draw, or another event there at that time?

**Venue coordination:**

- Need to get the UAS lunch menu and break items.

**Action items:**

Steve – Talk to the venue regarding future booking dates and associated contractual obligations.

Jenna – Coordinate UAS lunch menu and break items.

**Website:**

- Registration is open.
- Hands-on workshop registration is open, and current registrants have been notified.

**Action Items:**

None.

**Agenda & speaker coordination:**

- Agenda is finalized, and online.
- Mobile app has been purchased, and is being developed.
- Need to find out the keynote speaker's preference for title.
- Need to determine if we need software licensing for Cat's workshop.
- Solicitation for session/workshop moderators will be sent out.

**Action Items:**

Jami – Find out what title the keynote speaker would prefer.

Jami – Contact Cat regarding software licensing needs for her workshop.

Jami/Shawny – Include the State Land Commissioner, Lisa Atkins, on the agenda/program.

All – Consider ways in which we can make the attendees more aware of UAS demos.

**Exhibitor/sponsor participation:**

- Current sponsors –
  - Gold – 4 (with one more pending)
  - Silver – 1
  - Bronze – 11
  - We have a good number of non-exhibitor sponsors as well.

- Goal is 25 exhibitors, so more emails will go out, follow-up contact will be made.

**Action Items:**

Shea – Include a question on the post-conference outreach regarding what they liked and what could be improved.

**Materials and mail-outs:**

- The next notice will include that the hands-on workshop registration is open.

**Action Items:**

Jami – Send out an updated conference notice.

**Registration:**

- ~60 people registered.
- Sign-up for registration desk coverage will go out next month.
  - Will keep it separate from the session/workshop moderator solicitation.
- Provide a current Council member list to Teresa.
- Ability to scan attendee registration barcode from their registration invoice is in the works.
- Need to inventory registration supplies, including laptops.

**Action Items:**

Jami – Add Jenna to the registration database access.

Jenna – Send Teresa the current Council member list.

Steve – Provide Teresa and Jenna an inventory of registration supplies, including laptops.

**Maps & Apps Challenge:**

- Reviewing survey responses (49)
  - Keep posters.
  - Add student poster category?
  - Prefer to vote online or through an app.
  - Story Map category?
  - Ribbons for participant's?
- Looking to move the deadline to a week before the conference, so that attendees could review and vote prior to the conference.
- Consider utilizing an Open Data portal for uploading maps/apps to.

**Action Items:**

Jami – Post the attendee maps to the website.

Cheryl/Shawny – Draft announcement for distribution.

**Awards:**

- Order is ready for Lane, and waiting for PO.

**Action items:**

None.

**Printing:**

- No discussion.

**Action items:**

None.

**Computer labs:**

- No discussion.

**Action items:**

None.

**Conference program:**

- No discussion.

**Action items:**

None.

**T-shirts:**

- Design review –
  - Will vote via email.
  - Include “We are here” option for voting.
- PO should be ready today.

**Action items:**

Steve – Send out t-shirt designs for voting.

**Attendee Packet:**

- Discussed how name tags are printed, as the UAS workshop will need them.

**Action Items:**

Steve – Provide name tag/holder order to Jenna.

Steve – Follow up with Jon on bags.

John – Reach out to the sponsors re: providing lanyards

**Social Events:**

- No discussion.

**Action Items:**

Jennifer – Develop the trivia questions for this year.

Steve – Look at current supply of AGIC mugs, and order what is needed for this year's trivia contest.

Steve – Check with Jennifer re: kayak flyer.

**General:**

- No discussion.

**Action Items:**

Steve – Determine the breakeven point for the glasses and mugs.

Steve – Look into shuttle options.